

# Employee Post-Travel Disclosure of Travel Expenses

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2018 DEC -3 PM 2:18

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): October 27 - November 3, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

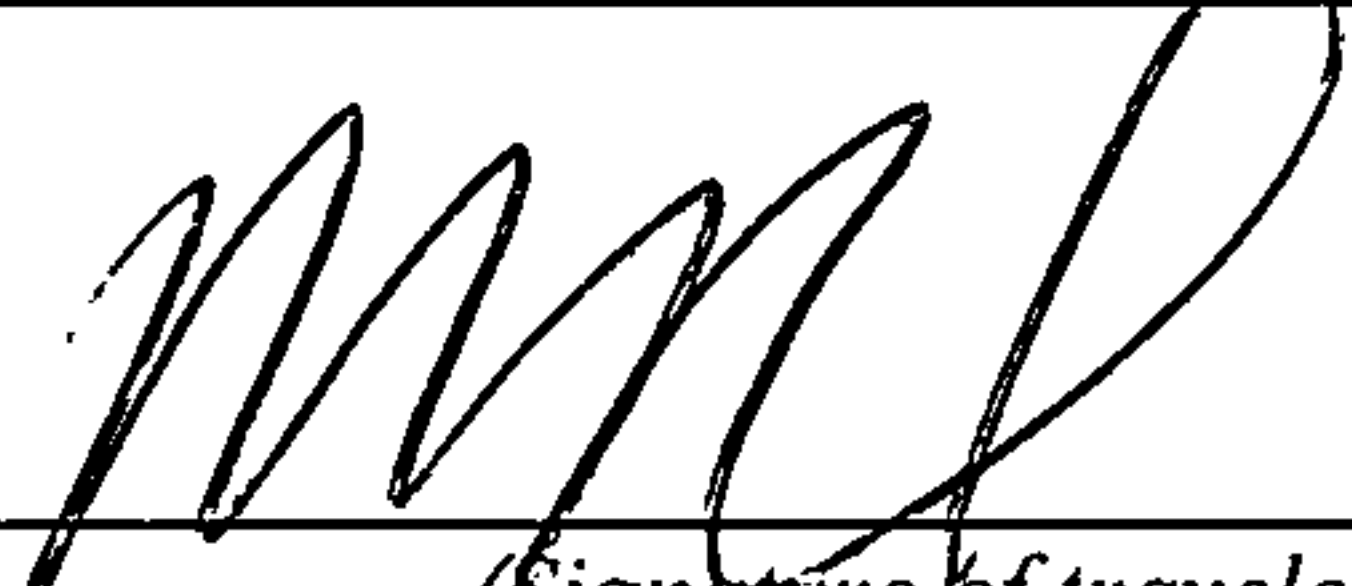
## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$5,285.29	\$688	\$340.05	\$131 (Mali visa)
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

12/3/18 MATTHEW RIMKUNAS   
(Date) (Printed name of traveler) (Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/03/18   
(Date) (Signature of Supervising Senator/Officer)

Date/Time Stamp:

## **EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Matthew Rimkunas

Employing Office/Committee: Office of Senator Lindsey O. Graham

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): October 27, 2018- November 3, 2018

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Bamako and Gao, Mali

Explain how this trip is specifically connected to the traveler's official or representational duties:

Senator Graham is the Chairman of the Appropriations Subcommittee the funds UN peacekeeping activities. I am the Senator's senior foreign policy staffer and this visit will allow me to better understand and oversee his work on the committee.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/26/18  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Lindsey O. Graham hereby authorize Matthew Rimkunas  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/26/18  
(Date)

  
(Signature of Supervising Senator/Officer)





September 3, 2018

Mr. Matt Rinkunas  
Office of Senator Lindsey Graham  
Russell Senate Office Building 290  
Washington, DC 20510

Dear Matt,

On behalf of the United Nations Foundation, I am writing to invite you to join a Congressional Staff Delegation to learn more about UN peacekeeping and stabilization efforts in Mali on Saturday, Oct. 27 – Saturday, Nov. 3, 2018. As you may know, the UN Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) is one of the UN's largest peacekeeping missions, with over 12,000 troops, police officers, and civilian personnel working in a country roughly the size of Texas and California combined. Over the last five years, MINUSMA has been tasked with supporting efforts to restore Mali's democratic government, constitutional order, and protect civilians following a military coup, a secular rebellion, and an influx of violence initiated by radical Islamic terrorist groups.

Just last month, the UN helped organize the second democratic presidential election since MINUSMA first deployed in 2013. While there were minor incidents of violence and irregularities during the two rounds of voting, the process was lauded as largely successful and peaceful. As President Boubacacar Keita now begins his second term, the UN will continue providing critically needed security infrastructure, monitoring the implementation of ceasefire agreements, facilitating political reconciliation, and assisting in the integration of displaced persons.

This trip will be an opportunity to see these efforts in action and gain valuable, firsthand updates on the political situation in Mali. While in-country we will conduct site visits and meet with the MINUSMA leadership team, U.S. Embassy leadership team, U.S. servicemembers, the U.S. Embassy, Malian authorities, staff from various UN agencies operating on the ground, Western allies (French, German, and Canadian forces), and key members of civil society, providing the delegation with a wide-range of experiences that demonstrate how the U.S. and UN are working together to promote peace and stability in this extremely conflict-ridden region.

Over the last several years, we have organized successful Member and staff learning trips to UN peacekeeping missions in Liberia, Cote d'Ivoire, Haiti, South Sudan, the Democratic Republic of the Congo, and the Central African Republic, each time working hand-in-hand with the UN and the U.S. Department of State to ensure the security and safety of our delegations. Please be assured, this trip is no exception. Space is extremely limited for this trip, so please contact me as soon as possible if you are interested in learning more. Thank you!

Sincerely yours,

A handwritten signature in black ink, appearing to read "Peter Yeo".

Peter Yeo  
Senior Vice President  
United Nations Foundation

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation
  2. Description of the trip: Please see attached.
  3. Dates of travel: Saturday, Oct. 27 - Saturday, Nov. 3
  4. Place of travel: Bamako and Gao, Mali
  5. Name and title of Senate invitees: Please see attached.
  6. I *certify* that the trip fits one of the following categories:
    - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - OR –
    - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
    - AND –
    - ☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - AND –
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and ~~two~~ overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The UN Foundation is the sole sponsor of the trip, organizing all aspects of the program and logistics.

UNF handles all outreach to congressional staff and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Please see attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF regularly sponsors congressional learning trips to observe the UN's work abroad. From 2013-2018,

UNF organized trips to Cameroon, Liberia, Haiti, South Sudan, Rwanda, DR Congo, CAR and

Bangladesh, for example. Each trip focused on issues related to global health or peacekeeping.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$2600	\$600	\$630	\$131 (Mali visa)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves an event that is arranged specifically WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

Please see attached.

19. Name and location of hotel or other lodging facility:

Hotel Onomo -- Quartier du Fleuve Entre les rues 305-308 Bamako, Mali

20. Reason(s) for selecting hotel or other lodging facility:

Favorable price, location, and security concerns.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our daily expenses will be at or below the State Department's 2018 per diem rates for Bamako, Mali

(\$105 for M&IE and \$120 for lodging).

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The delegation will fly economy or economy plus round-trip from DC to Bamako.

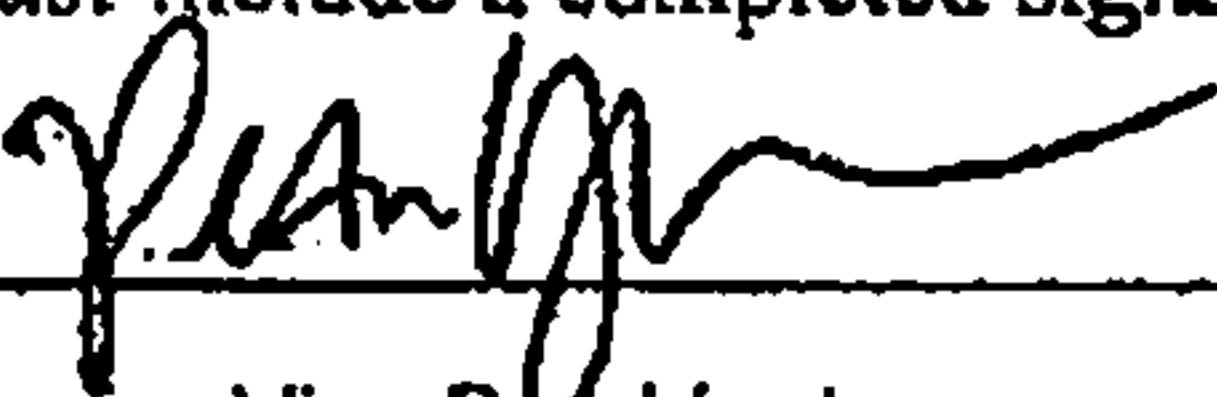
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Peter Yeo, Senior Vice President

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300

Telephone Number: 202-887-9040

Fax Number: 202-887-9021

E-mail Address: mspangler@unfoundation.org





**Peacekeeping Learning Trip to Mali**  
**October 27 – November 3, 2018**

*\*\*All Times Local\*\**  
*+4 hours from Washington, DC*

**Saturday, October 27 --- Travel**

3:05pm Arrive at Dulles International Airport (IAD), check-in for flight  
6:05pm Depart IAD via Air France Flight 55

**Sunday, October 28 --- Travel/ Bamako**

*Attire: Casual for travel, business casual for dinner*

6:45am Arrive at Charles de Gaulle International Airport (CDG)  
9:55am Depart CDG via Air France Flight 520  
2:35pm Arrive at Bamako Senou International Airport (BGF)  
4:00pm – 4:30pm Transfer to hotel, check-in  
4:30pm – 5:30pm Executive Time  
*Sheraton Hotel*  
5:30pm – 6:00pm Transfer to U.S. Ambassador to Mali's Residence  
6:00pm – 6:45pm Briefing with U.S. Embassy Country Team (Amb, DCM, Pol, Econ, RSO, USAID, DATT) to discuss latest political developments in Mali and provide an overview of U.S. strategic interests and objectives in the country.  
*U.S. Ambassador to Mali's Residence*  
6:45pm – 8:00pm Reception with U.S. Ambassador to Mali, MINUSMA leadership, and Diplomatic Corps  
*U.S. Ambassador to Mali's Residence*  
Overnight Sheraton Hotel  
Hamdallaye, ACI 2000 En face de la Cité Administrative, Bamako  
T +223 20 70 52 52



**Monday, October 29 --- Bamako**

*Attire: Business*

7:30am – 8:15am	Breakfast <i>Sheraton Hotel</i>
8:30am – 9:00am	<i>Transfer to Cité Administrative</i>
9:00am – 10:00am	Meeting with Secretary-General of Malian Ministry of Foreign Affairs to discuss the U.S.-Mali-UN relationship and opportunities to enhance mutual cooperation. <i>Ministry of Foreign Affairs</i>
10:00am – 11:00am	Meeting with Ben Barka, the Chief of Staff to President Ibrahim Boubacar Keita to discuss how MINUSMA has helped stabilize the country and its work helping organize the recent national elections. <i>Office of the President of Mali</i>
11:00am – 11:15am	<i>Transfer to MINUSMA HQ</i>
11:30am – 12:45pm	Mali Situational Awareness Briefing with JMAC, JOC, Chief of Staff, Force Chief of Staff and Meeting with Senior Leadership Team on MINUSMA strategic objectives and core tasks of the mission, presented by the Strategic Planning Unit. <i>MINUSMA</i>
12:45pm – 1:15pm	Lunch <i>Badala Hotel or MINUSMA cafeteria</i>
1:15pm – 1:30pm	Courtesy Call with Officer-in-Charge Head of Mission
1:30pm – 3:00pm	Moderated conversation with D/SRSG-RC and UN Country Team (UNICEF, UNHCR, WFP, IOM, UN Women, UNFPA) to learn about UN agencies' operations on the ground assisting refugees, providing maternal and prenatal health assistance, and expanding school access for young children. <i>UNDP HQ</i>
3:00pm – 4:00pm	Meeting with Human Rights and Protection of Civilians Section Heads to learn about the UN's work protecting civilians caught in harm's way and how the team monitors, investigates, and reports human rights abuses across the country.

4:30pm – 5:00pm	Transfer to hotel
5:00pm – 6:00pm	Executive Time <i>Sheraton Hotel</i>
6:00pm – 6:30pm	Transfer to dinner
6:30pm – 8:30pm	Dinner with Americans serving in MINUSMA to learn about U.S. perspectives on MINUSMA's mandate and engage with multi-level stakeholders within the mission. <i>Comme Chez Soi</i>
8:30pm – 9:00pm	Transfer to hotel
Overnight	Sheraton Hotel

### **Tuesday, October 30 -- Gao Field Visit**

*Attire: Field dress.*

4:15am – 4:45am	Transfer to BKO airport
6:00am – 8:00am	Flight to Gao <i>BKO</i>
8:00am – 8:15am	Arrival and transfer <i>Gao Airstrip</i>
8:15am – 9:00am	MINUSMA security briefing to instruct delegation on risks and threats against the Gao supercamp and instruct participants in UN-approved safety protocols while on base and in Gao Town. <i>Gao Supercamp</i>
9:00am – 9:45am	Meeting with substantive sections (Head of Office, PAD, POC, JMAC, Human Rights, DDR) to discuss MINUSMA's work advancing political affairs, human rights, and disarming, demobilizing, and reintegrating armed combatants. <i>Gao Supercamp</i>
9:45am – 10:15am	Meeting with Force Sector Commander, UNPOL, and Sector COS to provide an overview of the work of the 3,000 plus peacekeepers stationed in Gao, including recent success and setbacks. <i>Gao Supercamp</i>
10:15am – 11:30am	Meeting with civil society to discuss MINUSMA's work protecting civilians, organizing recent national elections, and



	improvements that could be made as the mission interacts and polices the local population. <i>Gao Supercamp</i>
11:30am – 12:15pm	Lunch discussion with ACOTA-supported (African Contingency Operations Training and Assistance) contingent to discuss Dept. of State-funded training MINUSMA peacekeepers received prior to deployment. <i>Gao Supercamp</i>
12:15pm – 12:30pm	Transfer to Gao Town
12:30pm – 3:00pm	Visit Quick Impact Project and USAID Trust Fund Project to see progress being made in local development and rule of law programs. <i>Gao Town</i>
3:00pm – 3:15pm	Transfer to Camp Castor
3:00pm – 5:00pm	Meeting with Canadian contingent to discuss Canada's recent return to peacekeeping and learn about the contingent's work providing air/medevac assets to the Western forces and peacekeepers stationed in Gao. <i>Camp Castor</i>
6:30pm – 7:30pm	Dinner with Canadian, Dutch, German, and Americans stationed in Gao to learn about their experience working with MINUSMA. <i>Camp Castor</i>
Overnight	Gao Supercamp

### **Wednesday, October 31 -- Timbuktu Field Visit // Bamako**

*Attire: Field dress*

7:00am	Breakfast <i>Gao Supercamp</i>
7:30am	Transfer to Gao airstrip
9:00am – 9:45am	Flight to Timbuktu <i>Gao airstrip</i>
9:45am – 10:00am	Arrival and transfer <i>Timbuktu airport</i>

10:00am – 10:15am	MINUSMA Security Briefing to instruct delegation on risks and threats against the Timbuktu supercamp and instruct participants in UN-approved safety protocols while on base and in Timbuktu town. <i>Timbuktu Airport</i>
10:15am – 10:30am	Transfer to Timbuktu Town
10:30am – 1:30pm	Visit the Timbuktu Mosque, which was rebuilt with support from UNESCO after being defaced by jihadists, and meet with the local Imam to learn about how UN peacekeepers are protecting the local population. <i>Timbuktu Town</i>
1:30pm – 1:45pm	Transfer to Timbuktu Supercamp
1:45pm – 3:15pm	Detailed Briefing by Timbuktu Head of Office on progress being made diplomatically engaging with regional armed combatants, former rebel fighters, and more. <i>Timbuktu Supercamp</i>
3:00pm – 3:45pm	Briefing by U.S. soldiers attached to Timbuktu supercamp on presence of armed groups in the area, ongoing threats, and logistical challenges.
3:45pm – 4:30pm	Briefing by UN Mine Action Service on work being done to identify and dispose of roadside IEDs
4:30pm – 4:35pm	Transfer to airport
4:35pm – 5:00pm	Debrief about Gao and Timbuktu field visits, await departure. <i>Timbuktu airport</i>
5:00pm – 6:30pm	Flight to Bamako <i>Timbuktu airport</i>
6:30pm – 7:00pm	Transfer to hotel
7:00pm	Dinner <i>Sheraton Hotel</i>
Overnight	Sheraton Hotel

**Thursday, November 1 -- Bamako**

*Attire: Business*



8:00am – 8:45am	Breakfast <i>Sheraton Hotel</i>
9:00am – 10:00am	Meeting with Danilson Lopez, UN Mediator to discuss the Algiers Process and work being done to achieve and implement the Agreement for Peace and Reconciliation in Mali. <i>Sheraton Hotel</i>
10:00am – 10:30am	Transfer to Deputy Chief of Mission (DCM) Residence
10:30am – 11:30am	Meeting with signatories of the Agreement for Peace and Reconciliation in Mali to gain a perspective from former armed group leaders on progress being made in achieving a sustainable, inclusive peace in Mali, particularly in the north of the country. <i>DCM Residence</i>
11:30am – 11:45am	Transfer to Mali Ministry of Reconciliation
11:45am – 12:30pm	Meeting with the Minister of Reconciliation to discuss the Malian government's perspective on the Algiers Process and ongoing sources of conflict in the country. <i>Mali Ministry of Reconciliation</i>
12:30pm – 1:00pm	Transfer to Bamako Kitchen
1:00pm – 1:45pm	Lunch <i>Bamako Kitchen</i>
1:45pm – 2:00pm	Transfer to Sheraton Hotel
2:00pm – 2:45pm	Meeting with staff from the Office of the High Commissioner for Human Rights to learn about the human rights monitoring and training work they are doing with the G5 Sahel. <i>Sheraton Hotel</i>
2:45pm – 3:15pm	Meeting with the Special Adviser to the SRSG on the G5 Sahel to discuss the goals of the G5 Sahel and how the UN and U.S. can help Mali, Niger, Burkina Faso, Mauritania, and Chad coordinate their transnational military operations. <i>Sheraton Hotel</i>
3:15pm – 4:00pm	Meeting with Commanders of the G5 Sahel to learn about the force's security mandate, zone of operation, successes, and setbacks. <i>Sheraton Hotel</i>

4:00pm – 4:30pm	Transfer to the Embassy of Algeria in Bamako
4:30pm – 5:15pm	Meeting with Algerian Ambassador to Mali on Algeria's role in supporting the peace agreement and how Algeria works with MINUSMA. <i>Embassy of Algeria</i>
5:15pm – 5:45pm	Transfer to MINUSMA HQ
5:45pm – 6:15pm	Debrief with MINUSMA OIC on major takeaways thus far. <i>MINUSMA HQ</i>
7:15pm – 7:30pm	Transfer to dinner
7:30pm – 9:00pm	Dinner <i>Le Loft</i>
Overnight	Sheraton Hotel

**Friday, November 2 --- Bamako**

*Attire: Business casual for meetings, casual for travel.*

8:00am – 9:00am	Breakfast <i>Sheraton Hotel</i>
9:00am – 10:30am	Meeting with Independent Observers from the Carter Center to discuss the Algiers Process and work being done to achieve and implement the Agreement for Peace and Reconciliation in Mali. <i>Sheraton Hotel</i>
10:30am – 11:00am	Transfer to Office of the Delegation of the European Union to Mali
11:00am – 1:00pm	Meeting with the EU Representative to Mali, the EU Training Mission in Mali, EUCAP, and EU Representative to the Sahel to discuss the EU's work training and rebuilding the Malian Army (FAMA), their development investments, and EU-led efforts to stabilize the country. <i>Office of the Delegation of the European Union to Mali</i>
1:00pm – 1:15pm	Transfer to lunch
1:15pm – 1:45pm	Lunch <i>Suokothai</i>
1:45pm – 2:00pm	Transfer to the Embassy of France in Bamako